



# **SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY**

**Invites your application for**

## **Self-Help Center Attorney**

**(Recruitment #07-2007)**

**\$5,880 - \$7,294 Monthly**

**\$70,560 - \$87,528 Annually**

**(Plus generous benefits)**

**OPEN UNTIL FILLED Priority Screening Deadline: Friday, June 1, 2007 by 5:00 p.m.** Applications received after this deadline will be reviewed on an as needed basis.

### **THE SUPERIOR COURT**

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees.

### **THE POSITION**

Under general direction, the Self-Help Center Attorney staffs the Court's Self-Service Center which is a legal self-service center for the public and individuals representing themselves in a variety of cases and performs other related duties as assigned. The Self-Help Center Attorney provides neutral and unbiased information and education to the public about the justice process.

### **EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS**

- Provide daily assistance to self-represented litigants;
- Provide assistance in the completion of court forms, pleadings and other documents;
- Refer individuals to governmental and/or community resources;
- Prepare and maintain case files, reports and statistical records;
- Respond to legal inquiries;
- Supervise paraprofessional legal staff and volunteers; evaluate and present annual success plans for staff;
- Assist in the recruitment and selection of paraprofessional legal staff and volunteers;
- Assist in the development and implementation of policies and programs to provide information and resource materials which assist the public in understanding issues and resolution options;
- Recommend the implementation of procedural changes to maximize self-service assistance to litigants;
- Review, analyze and implement legislation, statutory mandates, rules of court and applicable regulations relating to the provision of self-service assistance to self-represented litigants;
- Establish and maintain relationships with community partners regarding services and programs, etc.
- Conduct clinics.

### **MINIMUM QUALIFICATIONS**

Any combination of education, training and/or experience which substantially provides the following:

#### **Working knowledge of:**

- California judicial system and court operations and procedures;
- Case types and legal problems amenable to self-service assistance; legal process and related forms;
- Problem-solving and conflict resolution methods and techniques;

- Operation of personal computers and the use of specified computer applications, including word processing and spreadsheets;
- Principles and techniques of preparing effective oral presentations and written reports.

#### **Skill and ability to:**

- Analyze problems and legal issues and identify solutions;
- Apply legal principles to case facts and make decisions;
- Work in an environment with conflicting work priorities;
- Maintain confidentiality and exercise discretion and sound judgment;
- Establish and maintain effective working relationships;
- Work and communicate effectively with people from diverse backgrounds; who cannot read; have limited comprehension; have difficult legal and financial problems; have learning disabilities; have physical disabilities or limitations; speak languages other than English; are confused, angry, hostile or frustrated with the legal system;
- Prepare a variety of written documents;
- Operate office equipment and personal computers and use specified computer applications, including word processing and spreadsheets as applicable;
- Organize work, set priorities and meet established deadlines;
- Work as part of a team and collaboratively with judges, staff and other trial court staff and external agencies; coordinate work with others.

#### **Education and Experience:**

Education: Completion of a Juris Doctorate from an accredited college or university

Experience: Three years of experience as an attorney in the areas of family law, probate, civil law, small claims and unlawful detainers as a licensed attorney practicing law.

#### **Licenses:**

- Possess and maintain current active membership in good standing with the State Bar of California.
- Incumbent must possess a valid class C California driver license, or provide suitable transportation approved by the hiring authority.

#### **DESIRABLE QUALIFICATIONS**

- Experience as a legal services program coordinator and/or in the direct provision of legal services to underserved communities
- Experience working with self-represented litigants
- Bilingual skills in English/Spanish

#### **HIGHLY DESIRABLE QUALIFICATIONS**

- Experience in the area of domestic violence

#### **BACKGROUND INVESTIGATION**

Convictions, depending upon type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

#### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include: walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing, listening and speaking to communicate with the public and court staff; lifting of objects weighing up to 25 pounds, such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court location; reaching for items above and below desk level.

## **FILING REQUIREMENTS AND SELECTION PROCEDURE**

All applicants must file the following documents with the Superior Court of California, County of Monterey, Human Resources, 240 Church St., Rm. 305, Salinas, CA 93901 to be eligible for consideration: 1) Court Application; 2) Responses to Supplemental Questions. Application material may be obtained from any of the Court's locations, by telephoning (831) 775-5400 ext. 3700, visiting the Court's website at [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov), or by emailing [courtjobs@monterey.courts.ca.gov](mailto:courtjobs@monterey.courts.ca.gov).

### **TENTATIVE SCHEDULE**

- Friday, June 1, 2007 – Application materials due to meet priority screening deadline.
  - Week of June 4, 2007, – Qualifications review.
  - Week of June 18, 2007 – Oral Board Examination.
  - Week of June 25, 2006 – Final Selection Interview.
  - Week of July 16, 2007 – Successful candidate starts with the Court.
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- The selection process is tentative and applicants will be notified if changes are made.
  - The competitive process includes submitting a completed Monterey Superior Court Application and responses to Supplemental Questions.
  - Applicants who fail to complete an application or Supplemental Questions Response will not be considered for this position.
  - Resumes will not be accepted **in lieu of** required application materials.
  - Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
  - Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

### **SUMMARY OF BENEFITS (X Unit)**

**Retirement:** Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

**Holidays:** 13 days per year

**Annual Leave:** Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

**Medical, Dental, & Vision Care:** Flexible Spending Account: available benefits – medical/dental/ vision, prescription drugs and dependent coverage.

**Professional Leave:** 7 days per calendar year; pro-rated

**Educational Leave:** 3 days (24 hours) per calendar year

**Educational Assistance:** Up to \$2,000 per year

**Life Insurance:** \$50,000 life insurance policy

**Deferred Compensation:** A deferred compensation program is available administered by Great West Life

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices prevail over this listing.

### **SPECIAL NOTE**

- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5400 ext. 3007.

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY**

**SELF-HELP CENTER ATTORNEY**

**REQUIRED SUPPLEMENTAL QUESTIONS**

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position you are for which you are applying on each page.

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1. Please describe your experience with self represented litigants.
  2. Please describe in detail your work accomplishments, experience, education and training, using specific examples in the area of family law.
  3. Please give examples of programs, policies and procedures you have implemented and describe how these changes benefited your organization(s).

**DO NOT USE THE SPACE BELOW TO RESPOND TO THE SUPPLEMENTAL QUESTIONS.  
PLEASE USE A SEPARATE PAGE FOR YOUR RESPONSES.**